Mission: Partnering with staff and families to create a safe, healthy and inclusive learning environment
to provide an enjoyable and positive school experience.





Margaret Mead Elementary PTSA
1725 216th AVE NE, Sammamish, WA 98074
PTSA Unit 2.8.38
www.meadptsa.org

Goals: Support the mission statement using:
effective communication, connecting community, financial support & fiscal responsibility.

**Board of Directors Meeting Minutes**
**September 5th, 2019**

Proper notice of the meeting was given and a quorum was present.

Call to order by Molly Hylen at 7.05 pm.

**President Report: Molly Hylen & Suzy Khendry**

* Welcome, Introductions & Thank you
* Mission Statement, Goals and Standing Rules: Board to review and let Molly know if any there are any comments.
* Open discussion of first week of school: the school color, 5th grade snack, waiting lines, playground, production room, art room usage and sparkle initiative were discussed.
* PTSA board info
	+ Spam Reminder
	+ Reimbursement requests, deposit forms and safe money handling practices
	+ Training requirements/opportunities
	+ One Drive folders – to be sent by Molly soon
	+ Email alias for positions
		- president@meadptsa.org vicepresident@meadptsa.org treasurer@meadptsa.org secretary@meadptsa.org advocacy@meadptsa.org engagement@meadptsa.org (FACE) membership@meadptsa.org safety@meadptsa.org (Em Prep) volunteer@meadptsa.org sustainability@meadptsa.org fundraising@meadptsa.org communications@meadptsa.org
	+ Volunteer Status (date needed for sign in to front office)
		- Candice 10/25/20 Cassy 8/18/21 Liz 9/13/19
		Adrienne 9/30/20 Leta 8/29/21 Antoinette 9/23/20
		Ryika 9/26/20 Catherine 11/15/20 Pauline 9/28/20
		Sharon 9/28/20 Ashley 9/15/20 Abi 7/8/21
		Pooja ? Deborah ?
* Tour (after meeting)
	+ Copy Machine, PTSA closet, Safe, File system

**Treasurers Report: Candice Murray**

* August financial report: nothing to report.

**Staff Reps:**

* School supply boxes: teachers and parents seem positive. It was agreed we should use the same company to provide these again next year.

**Committee Reports:**

**Secretary Cassy Patterson**

* + June minutes: approved.
	+ Oct 3rd meeting: to be changed to Wednesday the 2nd October.
	+ New logos: ready to use on PTSA documents.

**FACE** **Liz Moore & Adrienne Oliphant**

* + Welcome initiatives: welcome coffee outside the front of the building after drop off.
	+ New reader board: will be located near the car driveway, and will be the last item to be completed.
	+ PTSA awareness: Liz will give a brief presentation at the end of each principal talk to highlight what the PTSA does for the school to encourage fundraising efforts. This will supplement the slide/couple of slides during the individual teachers’ presentations.

**Legislative Action** **Leta Hamilton**

* + Legislative assembly: October 26/27 in Bellevue. Leta will be attending.

**Emergency Prep Antoinette Haynes**

* + New storage update: Most items (with the exception of the portable potties) have been moved to where they need to be, but still need to be organized. Antoinette needs to follow up on location of pop-up tents to go with the portable potties.
	+ The school now has a back-up generator.

**Membership** **Ryika Hooshangi & Catherine Tian**

* + Current membership numbers: to be confirmed at a later date.
	+ Membership drives: membership will have a table at the proposed coffee morning and curriculum night.

**Volunteer Coordinator Pauline Cooper**

* + Updates: Pauline will email the chairs their current volunteer lists and chair info letter.
	+ Lunch helpers: Pauline is to try to recruit volunteers to help serve lunch.
	+ Curriculum night: Pauline will have a table at curriculum night.

**Fundraising Sharon Mason & Ashley Arrington**

* + Fall carnival Oct 24th: there will be a fundraising week (Sharon and Ashley proposed an ideal of $200 per child at the school) with a carnival at the end to say thank you. The proposed carnival activities, incentives for donating and ideas for grade level competitions were discussed. Signs/videos required to highlight all the PTSA sponsors. FedEx do PTSA discounts on large posters etc. Sharon/Ashley will look into whether a PayPal payment system would be possible and the effect of that on corporate matching.
	+ Family movie nights: will be held in the gym on a Friday in Sept, Dec, Feb and May. There will be a concession stand during the movie.
	+ Potential auction in February: the viability of this will depend upon what is raised during October. There was a discussion regarding whether this fundraising event could be hosted in addition to the October drive and when it could start being organized/promoted. If pursued, there is a desire to recruit a diverse group of people to be on the auction committee to help create an event that is appealing to all Mead families.

**Communications** **Abi Nubla-Kung & Pooja Deshmukh**

* + Nothing to report.

**Sustainability** **Deborah Halley**

* + Nothing to report.

**Calendar:**

|  |
| --- |
| September |
| 3 – First day of school grades 1-5 |
| 5 – Board meeting 7pm Library |
| 6 – First day of school Kindergarten |
| 12 – Curriculum night |
| 26 – Ice cream social 6-7pm |
|  |
| October |
| 3 – Staff luncheon |
| 3 – Board meeting 7pm Library |
| 4 – Popcorn Friday |
| 14-17 New Book Fair Library |
| 24 – Fall family event |
| 25 – Disability Assembly 9am |

Adjourn: 8.45 pm